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Marie Moretti, Executive Director*

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**GO SERV Website:**  
[www.goserv.ca.gov](http://www.goserv.ca.gov)

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**News From the Team**

**From Adam Sutkus,  
Citizen Corps Program Director**

First and foremost I would like to make a formal introduction of the new Executive Director of the Governor's Office on Service and Volunteerism, Marie Moretti. Marie was appointed by the governor in March and has hit the ground running. She has already participated in a State Citizen Corps Council conference call and last week she led a session at the Disaster Resistant California Conference. Welcome Marie!!!

Prior to her appointment, Marie was a Deputy Appointments Secretary and during the previous administration she served as Business Liaison to the Governor. She was also the Executive Vice President of the public affairs firm, Goddard Claussen/Porter Novelli. We know under Marie's leadership the California Citizen Corps program will be taken to new heights.

Now on to other business—for many of us involved with the 2004 application process, April and May are turning out to be as busy and important as we had expected. **On May 14th, the 2004 applications from the Operational Areas are due to State OES.** A series of local workshops were held on the applications, as well as Mutual Aid Regional Advisory Committee meetings and conference calls. The application season will conclude soon—we can then look forward to the 2005 Citizen Corps program proposal now getting attention in Congress.

In addition, we recently took part in the Disaster Resistant California conference in Sacramento.

Congratulations to CA OES—especially the new Director, Henry Renteria, for putting on such an excellent event. The conference was a great success due mostly to the hard work of Deputy Director Paul Jacks and his team. The Governor's Office on Service and Volunteerism was honored to be involved with the effort.

We are all looking forward now to the May 17-19th conference in Las Vegas for the FEMA region IX states; then not long afterward the national Citizen Corps Conference takes place in July, as does the national Medical Reserve Corps conference.

As all this excellent networking, training and information sharing takes place, we will be forwarding information on directly via email and through our website. Keep up the great work as you continue developing Citizen Corps programs around California!

**Disaster Resistant California Conference (DRC)**

The first three days of May played host to the DRC Conference in Sacramento. Participants from around the world joined in plenary and breakout sessions and discussed several important subjects all revolving around the central theme of disaster preparedness, response, recovery, and mitigation. Conference participants were privileged to hear speeches from leaders in the field, including James Lee Witt, Steve Kuhr, John Bryant, and Darryl Young.

The conference provided the Governor's Office on Service and Volunteerism a perfect venue to highlight some of the accomplishments of Citizen Corps in California during the past year as well as further the discussion about volunteers in emergency planning, response, recovery and mitigation. Marie Moretti led a breakout session that discussed volunteer coordination and Adam Sutkus joined several

others in a plenary session focused on community based emergency volunteerism.

The Governor's Office on Service and Volunteerism also sponsored a display booth in the exhibitor area of the DRC. Special thanks are owed to Alan Getreu from Sacramento Metro Fire Department and the Sacramento VIPS program for volunteering at the display booth. Additional thanks are owed to all of the CERT programs and Sacramento VIPS for sending us items to display in the booth. All reactions to the booth were positive and supportive of Citizen Corps in California.

### **CERT Update**

The San Diego County CERT Train-the-Trainer has been the largest one to date graduating 55 new CERT instructors. The Statewide 2004 CERT TTT Program continues to run on schedule, having produced 134 new instructors since the beginning of the year.

The County of San Diego, the San Diego County Citizen Corps Council CERT Committee and the San Diego-Imperial County Chapter of the American Red Cross co-sponsored the TTT at the San Diego Regional Fire Training Center. Jim Yoke, the San Diego County CERT Coordinator, was instrumental in making this course possible. Counties that sent representatives to the 3 day training included: San Diego, Los Angeles and Riverside. We thank every participant for their contributions, which made for a great learning experience.

Not only was this the largest class ever but also it had the most diversified cadre of instructors. Five different people participated with the instruction of this class. Jim Yoke, Stasia Place and Mona De La Riva from the San Diego-Imperial County Chapter of the American Red Cross, Carlos Bejar from the City of Chula Vista, Steve Bowlin San Diego Fire Department and Dismas Ableman

from Coronado Fire Department should all be commended for their outstanding work planning, conducting, and leading this course. Their devotion to the CERT Program exemplifies professionalism in every sense of the word.

GO SERV will be collaborating with others to hold two (2) more CERT TTT courses this year.

- 16-18 June in Fresno (Fresno County)
- July in Thousand Oaks (Ventura County)

The Statewide CERT Workgroup continued their work on the T4 - CERT Program Manager Academy during a conference call meeting on April 21st. The basic outline for the classes was discussed at length. The instruction will focus on each phase of a program throughout the following subject discussions:

Program Management  
Retention of Trained members  
CERT Programs and Budgeting  
Effective Graduations  
Advertising and Marketing CERT  
Instructor Techniques  
Refresher Training and Exercises

The first T4: CERT Program Manager Academy course will be conducted in August 2004 in Riverside. Then the schedule is September in San Jose, October in Fresno, November in Redding and then December in Los Angeles.

Kurt Latipow of the Ukiah Fire Department and the Statewide CERT Program Workgroup, presented at the Disaster Resistant California Conference at the Sheraton Hotel on May 3rd. He presented on his taskforce's fantastic work on the new Wildland Urban Interface Module for the Basic CERT Course. This course will be an advanced level course for CERTs from wildland fire prone areas to take. Bob Newman from San Luis Obispo County, Denny Neville, CERT program coordinator from Rancho Santa Fe, and Rich Just

former CDF, are all on Kurt's Taskforce and working hard on a much needed project for the citizen's of California. A pilot course will be conducted shortly to work out any glitches and should be ready for public dissemination by the beginning of next fire season.

Please contact Jim Brown, CERT Coordinator, for further information. [Jim.Brown@GOSERV.CA.GOV](mailto:Jim.Brown@GOSERV.CA.GOV).

### **LAW ENFORCEMENT TEAM SUPPORT FOR SERVICE AND VOLUNTEERISM: LET'S SERVE**

The Governor's Office on Service and Volunteerism (GO SERV) is requesting your assistance in helping to represent police volunteers on a local, state, and national level and work towards sharing your success in working with volunteers with other agencies throughout California.

Across the country, there is a growing need to integrate volunteer resources in an effort to increase the preparedness level of California communities. GO SERV is tracking the number of programs in California communities to:

- 1) Share the information with the Federal government to highlight the dedicated and large numbers of diverse programs; and
- 2) Share the information with local agencies so that the volunteer network can be expanded and as a volunteer community, we can learn best practices from each other.

This effort started last month and is still in need of more responses. Please log on to [www.goserv.ca.gov](http://www.goserv.ca.gov) and click on the LET'S SERV - LAW ENFORCEMENT TEAM SUPPORT FOR SERVICE AND VOLUNTEERISM link and use the survey to highlight how your program has benefited your community.

## **Regional Citizen Corps Conference: Nevada, May 17-21, 2004**

FEMA is sponsoring a first-ever regional conference on Citizen Corps Program's implementation and best practices in Las Vegas, Nevada, on May 17-19. This conference is a unique and exciting opportunity for California to share directly and benefit from our neighbors in the Western States. Important note: ALL CITIZEN CORPS PROGRAMS IN CALIFORNIA ARE INVITED AND ENCOURAGED TO ATTEND. The costs to attend this conference are allowable under the 2003/04 grants and should be budgeted for; we estimate approximately \$1,000 per attendee. GO SERV has been communicating regularly with many of our national colleagues, especially Washington State, and we are greatly looking forward to intensive training, fact-finding, and development interchanges with everyone attending the conference. All states and their local partners have had special success--and challenges--over this first year and half start-up cycle. This is our collective opportunity to garner information from others and allow us to accelerate California's program exponentially.

For the conference agenda and registration please visit [http://www.dem.state.nv.us/CERT\\_Conf.htm](http://www.dem.state.nv.us/CERT_Conf.htm) or call (775) 687-7374.

## **State Citizen Corps Council**

Last month, the Governor's Office on Service and Volunteerism convened the quarterly State Citizen Corps Council meeting. Participants in the meeting included the: Northern California Voluntary Organizations Active in Disaster (NorCal VOAD); Emergency Network of Los Angeles (ENLA); Sacramento County Sheriffs; American Red Cross; Department of Health Services; Retired Senior Volunteer Programs; Collaborating Agencies Responding to Disaster (CARD); Emergency Medical Services Association (EMSA); and local Volunteer Centers.

The participants discussed the volunteer and service emergency plans, 2004 Citizen Corps program funding, updates for the southern California Fires and San Simeon earthquake, and also State Citizen Corps Council bylaws and future processes. If you have further questions about this or future meetings please contact Brian Knudsen at [Brian.Knudsen@GOSERV.CA.GOV](mailto:Brian.Knudsen@GOSERV.CA.GOV).

## **Grants Update**

With the May 14th deadline upon us for the 2004 Citizen Corps Grants applications (along with the concurrent Homeland Security Grants, Law Enforcement Terrorism Prevention Program, and Urban Area Security Initiative grants), the review process at the state level has begun. California, through the Office of Homeland Security, is required to have the state's collective applications submitted to the Office of Domestic Programs in June—a very tight turn around. State OES, the CA National Guard, the Governor's Office on Service and Volunteerism, OHS reps and others have already started reviewing early applications. We expect the review process to continue through the end of May to adhere to the quick timeframes.

With the focus on the Homeland Security Grant Program, it is easy to miss other grant programs and deadlines that are also timely. Recently, several California programs applied for a Corporation for National Service Special Volunteer Grant focused upon the contributions of the 55 and over retired and senior sector; the 2004/5 Centers for Disease Control and Hospital Resources and Service Administration application process is gearing up through the leadership of the California Dept. of Health Services and the statewide Joint Advisory Committee for bioterrorism; and a new Competitive Training Grants Program was announced last week by the ODP (see their website)—geared at promoting

homeland security training programs of all types, including community outreach, volunteer organizations and assistance to special needs populations. Higher education institutions and nonprofit organizations are the main focus of this last grant.

## **Legislative Update**

Activity on 2 bills is worth highlighting this month.

Speaker J. Dennis Hastert, recently approved time limits for consideration of the Cox-Turner Bill (H.R. 3266), which would reform the State Homeland Security Grant Program, in the other Committees of jurisdiction.

A few weeks ago, the House Select Committee on Homeland Security approved the legislation, but floor action was not expected until three other Committees had considered the bill. Such procedure was thought to have weighed down the bill with such debate that it would not reach floor consideration in the House this year. According the Speakers directive, the House Judiciary, Transportation and Infrastructure, and Energy and Commerce Committees have until June 7, 2004 for comment on the bill. We will keep you posted of any new developments.

H.R. 3266 was unanimously approved by the House Select Homeland Security Subcommittee on Emergency Preparedness and Response. The compromise bill would do the following:

- retain pre-September 11, 2001 grants such as FIRE, COPS and the Emergency Management Performance Grants (EMPG) in their separate programs;
- move ODP as grant administration for the First Responder Grant Program (now called the State Homeland Security Grant Program) to the Emergency Preparedness and Response Directorate;

- allow regions and states to apply for grants;
- require states to pass through 80 percent of the grants within 45 days of receipt of funds, or states must face significant penalties;
- waive the 25 percent match requirement for the first two years of the program and allows for an "in-kind" match;
- allow grant funds to be used flexibly for certain personnel uses;
- create a National Task Force on Essential Capabilities of First Responders that will be responsible for defining the essential capabilities needed to address threats;
- include DHS threat and vulnerability assessments in grant consideration;
- require states to develop state plans based on DHS assessments;
- require DHS to create equipment and training standards and requires DHS to consult with standards organizations;
- modify the Homeland Security Advisory System to include regional or sector specific threats;
- Establish an Office for Citizen Preparedness to coordinate private sector and Citizen Corp activities related to emergency response.

On April 22, 2004, the House approved the Continuity in Representation Act of 2004 (H.R. 2844). In the event of a disaster that creates significant vacancies in the House the legislation would:

- require States to hold special elections within 45 days after a vacancy is announced by the Speaker of the House in the extraordinary circumstance that vacancies in representation from the States exceed 100;

- waive the 45-day requirement of a regularly scheduled general election for the office involved is to be held at any time within a 75-day period beginning on the date of the vacancy announcement;
- permit the political parties of a State that are authorized to nominate candidates by State law to each nominate one candidate to run in the special election not later than ten days after the Speaker announces that the vacancy exists;
- Finalize requirements for judicial review of any action which is brought for declaratory or injunctive relief to challenge an announcement made under this Act.

As of 4/26/4005, the bill had been sent to the Senate for consideration.

*\*All information courtesy of NEMA web site*

#### **National Citizen Corps Website**

As the National Citizen Corps website continues to improve and offer more usability to the Citizen Corps world, we have begun the task of making sure all of California's Citizen Corps Councils are registered on the national site. By registering on the site, not only does the rest of the nation get to see what we are up to but it also allows the state and counties a way to maintain informational integrity. Approved County Councils will soon be able to directly approve city and neighborhood councils, consistent with SEMS. Be on the lookout for an informational email that we will send to the OA's giving them information and hopefully answers to their questions regarding the National website.

#### **Medical Reserve Corps News**

There are now 21 Medical Reserve Corps (MRCs) registered with the

state of California. This includes 12 MRCs that received US Department of Health & Human Services (DHHS) demonstration grant money, two additional MRCs that did not receive grant money but are registered with DHHS, and seven other California MRC groups that are in various stages of development but not registered with DHHS.

Registration at the federal level comes with advantages such as being able to use the official MRC logo, being included in national MRC conferences, and qualifying for special one-on-one technical assistance from experts at the national level. To register with the national office go to the website at [www.medicalreservecorps.gov](http://www.medicalreservecorps.gov) and fill in the on-line form. After verification by the national office, the MRC will then be included in on-line directory and recognized as part of the White House's USA Freedom Corps initiative and the Department of Homeland Security's Citizen Corps.

California's Emergency Medical Services Authority (EMSA – a department under the state's Health & Human Services Agency) requests that MRC groups register with them in order to be included in on-going statewide discussions & information sharing. This allows the group to be included in California's efforts to coordinate MRC groups across the state so that they may work together if a major disaster dictates. The group need not be very far along in development but may still be in the concept stages and looking for helpful ideas and funding. There are no state requirements or "mandates" other than letting EMSA know you are out there, who the point of contact is, and what the general focus of the group will be. The benefits are that the group is now included in the state's sharing of information and monthly conference calls, and may contribute, if desired, in a California "MRC How-To" manual that will be out in draft form by the end of the year. To register, contact Sherrill Reed at 916-

322-4336, Extension 406 or by e-mail at [sherrill.reed@emsa.ca.gov](mailto:sherrill.reed@emsa.ca.gov).

### **Annual Report Available**

The Governor's Office on Service and Volunteerism's Citizen Corps program Annual Report is now available on our web site. This report is quick snapshot of Citizen Corps in California during the first grant year. To download the Annual Report please visit <http://www.goserv.ca.gov/news/newsFiles/AnnualReport.pdf>.

### **Volunteer Centers: Special Meeting**

On April 6th, the state coalition of Volunteer Centers held a one-day seminar aimed at addressing the critical role they play in support of local government and communities during times of disaster, and beyond. The Governor's Office on Service and Volunteerism was honored to help sponsor this event which brought together leaders from the Governor's Office on Service and Volunteerism, many of the 49 statewide volunteer centers, officials from state OES, Local Government OES offices, and national leaders from the volunteer movement. A key outcome of the meeting was the recognition that volunteer centers have a critical role to play—especially during disasters in handling spontaneous/unaffiliated volunteers—and that the working relationship between Volunteer Centers and local government needs to be strengthened and formalized.

### **Planning Process for State/Local Volunteer Management Plans**

Under the 2004 Citizen Corps Program, local volunteer management plans are required of Operational Area applicants receiving the funds. We have committed to having a "template" out for use this summer and we are well on the way towards achieving this goal. A consultant organization has been retained to help craft this critical document that will

tie together many of the Citizen Corps and community-based programs at the local level (and the state will be doing the same thing on a wider scale concurrently). A high-degree of stakeholder participation will be used through the template development process. Many of you will soon be hearing of the first meeting to assist us develop a template that: 1) incorporates the enhanced roles of volunteer and service programs at the community level during response; 2) is compatible and supported by stakeholders using SEMS; 3) is consistent with statewide models now being adopted in the National Incident Management System (NIMS).

### **Volunteer Data Systems Under Review**

Many volunteer registering, tracking & deployment systems are being used in California and throughout the nation—and more vendors seem to offer new products seemingly weekly. This confusing patchwork of tracking software is at best confusing and at worst potentially building incompatible systems across jurisdictional lines. The Governor's Office on Service and Volunteerism has begun participating in a national fact-finding effort sponsored by FEMA and the Corporation for National Service to try and understand the choices being offered. A possible parallel and complimentary effort is being considered here in California. As this effort evolves, we will keep you informed.

### **New Alliance Formed**

We are pleased to announce a new affiliation between the State Citizen Corps program and the California Service Alliance. The California Service Alliance is a coalition of key organizations statewide in the service world—spanning AmeriCorps, VISTA, higher education, the Red Cross, Youth Programs, and others. It has formed a committee of involved groups to interact specifically with the

Volunteer Emergency Management program at the Governor's Office on Service and Volunteerism, and to become a key partner of the Citizen Corps program. We look forward to working with this vital coalition of service organizations in our effort to craft the best policies, plans and programs affecting our areas.

### **ASPA Award to Sacramento Sheriff's Citizen Corps Council**

On April 15, the Sacramento Sheriff's Department Citizen Corps Council received a "Government Innovation" award commending its development as a multi-disciplinary program in the state capitol region. The program was recognized for its unique and aggressive integration of a multitude of volunteer-based programs under one super-structure: VIPS, Citizens on Patrol, Medical Reserve Corps, Neighborhood Watch, CERT, and others. Great job Sacramento Sheriff's Department!!

### **Links with Key Partners**

Many recent connections have been made through Citizen Corps and the Governor's Office on Service and Volunteerism's office that are expected to further the development of our statewide programs. The Red Cross leadership visited our offices during its legislative week in April and a wide ranging discussion occurred on areas for continued and future partnership; The Junior Chamber of Commerce (Jaycees) has been working with us to promote the development of Citizen Corps Councils at the local level; the American Volunteer Reserve of retired military personnel approached Citizen Corps in California to become key partners; we have also begun discussing potential new communication strategies with the California Earthquake Authority; we have been working closely with the CA office of the Corporation for National and Community Service and we are near completion of an MOU outlining key areas of coordination for



homeland security programs in the state.

### National meeting with other commissions

On April 20th, the Governor's Office on Service and Volunteerism participated in a conference call with the other thirteen states where, like California, the Citizen Corps Program are managed by the State Service Commission. Moderated by the Corporation for National Service office in Washington, it was also co-hosted by Citizen Corps staff of the Office of Domestic Preparedness. As the first call, in what is expected to be a regular process, the states shared experiences, best practices, and exchanged advice regarding the management of Citizen Corps at the statewide level. This interchange with other states was exceptionally valuable towards gaining a new perspective on how we are implementing Citizen Corps in California.

### Citizen Corps Progress!!!

We now have 123 registered CERT programs in California, up from 49 at the start of the Citizen Corps program. We also have 50 registered Citizen Corps Councils throughout the state, with more in the pipeline. Medical Reserve Corps has 12 granted programs and 9 others currently active throughout California. **KEEP UP THE GOOD WORK.** Don't forget to register your program, if you haven't already done so. Also, do not forget to register your Neighborhood Watch or VIPS programs on their respective web sites.

### NOTE TO GRANTEES

The Governor's Office on Service and Volunteerism will not process requests for reimbursement from grantees that are out of compliance. The most common compliance issue is outstanding progress reports.

### **FAQS**

### Grantee Information

#### **Q. Where can I find the Invoice Instructions, Instructions and Forms, Expense Reports and Budget Revision Form for the 2002 Citizen Corps and CERT Grants?**

- A. 1. Go to [www.goserv.ca.gov](http://www.goserv.ca.gov).  
2. On left side of the homepage click **Grantee Central**.  
3. Enter password "service2others" and then click login.  
4. On the left side you will see a menu of items under **Grantee Central**. Click on **Citizen Corps**.  
5. You will see the message "Welcome to the Citizen Corps section of Grantee Central! Use the tabs above to navigate through this section of the website."  
6. Click on the tab labeled **2002 Forms**. The "Invoicing Instructions and Forms," the "Budget Revision Instructions and Form," and the "2002 Grant Closeout Form" can be found here.

#### **Q. What is the contract term for my agency/organization's 2002 Citizen Corps and CERT Grants?**

- A. The original contract term for FY2002 grants is December 5, 2002 to December 4, 2003. If your agency requested and was granted an extension, the extended grant term ended no later than March 4, 2004. A contract amendment was required to extend contracts beyond the original performance period.

#### **Q. When can my agency/organization incur expenses for the 2003 CERT Grants?**

- A. Your agency/organization can only incur expenses during the contract term. The 2003 CERT contract term is: December 5, 2003 – December 4, 2004.

#### **Q. When is the FINAL invoice due for the 2002 Citizen Corps and CERT Grants?**

- A. The final invoice is due 60 days after the expiration of your contract. For contracts without an extension on the original term, your final invoice was due on February 4, 2004. Contracts with an extension to March 4, 2004 must submit final invoices by May 4, 2004.

#### **Q. Where can I find the 2003 CERT Grant Invoice Instructions, Invoice Form, Expense Report Form and the Budget Revision Form?**

- A. 1. Go to [www.goserv.ca.gov](http://www.goserv.ca.gov).  
2. On left hand side click on Grantee Central.  
3. Enter password: and then click login.  
4. On the left hand side you will see a menu of items under Grantee Central. Click on Citizen Corps.  
5. You will see the message "Welcome to the Citizen Corps section of Grantee Central! Use the tabs above to navigate through this section of the website."  
6. Click on the tab labeled 2003 Forms. The "Invoicing Instructions and Forms", and the "Budget Revision Instructions and Form can be found here.

### **Citizens Corps Contact:**

**Main Number....  
916.323.7646**

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